

Regular Meeting

July 30, 2001
8:30 a.m.

A regular meeting of the Municipal Civil Service Commission convened on Monday, July 30, 2001, with Priscilla R. Tyson and Douglas S. Morgan present.

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RE: *Review and approval of the June 25, 2001, regular meeting minutes.*

This item was deferred to later in today's meeting.

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RE: *Review of the results of the pre-hearing conferences for the following appeals:*

Geneva F. Everett vs. Columbus Public Schools, Appeal No. 01-BA-0008. Food Service Helper – Discharged – Trial Board scheduled for August 13, 2001.

Donna Wheat vs. Columbus Public Schools, Appeal No. 01-BA-0009. Custodian II – 10-day Suspension – Trial Board scheduled for September 17, 2001.

Astley Davy vs. City of Columbus, Appeal No. 01-CA-0006. Police Officer – 120-hour Suspension. CSC hearing scheduled for July 30, 2001.

This item was deferred.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Miscellaneous Requests.*

No miscellaneous requests were submitted this month.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on June 14, 2001: Deborah S. Curtis – Appeal Number 01-BA-0004.*

This item was deferred to later in today's meeting.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Food Service Helper (Class Code 873).*

PRESENT: Sue Messina, Columbus Public Schools

Ms. Messina presented this request from the Columbus Public Schools to revise the specification for the classification Food Service Helper. This request was based on the results of a job analysis. The revisions to the typical tasks and the required general experience and training are required to reflect the catering operations which are now part of the Food Service Department.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to change the designation of the classification Maintenance Electrician Supervisor (Class Code 490) from competitive to noncompetitive.*

PRESENT: Robert Smallwood, Columbus Public Schools.

Mr. Smallwood presented this request from the Columbus Public Schools to change the designation of the classification from competitive to noncompetitive. The passage of Amended Substitute House Bill 434 (123rd Ohio General Assembly) necessitated adding the requirement of a state Electrical Contractor's License. This bill will establish a licensing examination process that will render redundant any further knowledge testing by the Columbus Public Schools. Changing this classification to noncompetitive will allow the administrators of the maintenance department to review all job candidates who satisfy the minimum requirements including state licensing, and to concentrate on selection of the person who possesses the managerial, supervisory and personnel skills required to most efficiently direct the work of the office.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Information Services Division Administrator with no revisions (Class Code 0248).*

Request of the Civil Service Commission staff to approve the specification review for the classification Information Services Division Assistant Administrator with no revisions (Class Code 0247).

Request of the Civil Service Commission staff to approve the specification review for the classification Information Systems Manager with no revisions (Class Code 0869).

Request of the Civil Service Commission staff to approve the specification review for the classification Telecommunications Division Assistant Administrator with no revisions (Class Code 0245).

Request of the Civil Service Commission staff to approve the specification review for the classification Data Communications Specialist I with no revisions (Class Code 3640).

Request of the Civil Service Commission staff to approve the specification review for the classification Data Communications Specialist II with no revisions (Class Code 3641).

Request of the Civil Service Commission staff to approve the specification review for the classification Telecommunications Division Administrator with no revisions (Class Code 0244).

Request of the Civil Service Commission staff to approve the specification review for the classification Cashier II with no revisions (Class Code 1296).

Request of the Civil Service Commission staff to approve the specification review for the classification Customer Service Representative II with no revisions (Class Code 0435).

Request of the Civil Service Commission staff to approve the specification review for the classification Electricity Load Dispatcher with no revisions (Class Code 3589).

Request of the Civil Service Commission staff to approve the specification review for the classification Electric Meter Technician with no revisions (Class Code 3626).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented these eleven (11) requests to approve the specification review of these classifications with no revisions. In accordance with Civil Service Commission policy, all classifications that have not been reviewed during the past five years shall be reviewed and revised if necessary. Each of these classifications was last reviewed over five years ago. Based upon information received from the various departments and/or division personnel, no proposed revisions were needed or the departments were not prepared to move forward at this time.

A motion to approve these requests was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Law Student Intern (U) [Class Code 1988].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Law Student Intern (U) as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in April of 1983. There are currently twelve (12) part-time incumbents serving in this classification.

The proposed revisions were primarily to the examples of work section to more accurately reflect the work performed. Language was added to the guidelines for class use section that is consistent with other unclassified specifications, referencing the appropriate City Charter section pertaining to unclassified service. Some language was deleted that is no longer accurate or consistent with current practices of the City Attorney's Office.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Legal Intern (U), retitle it to read Law Clerk (U) and amend Rule XI accordingly (Class Code 1989).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Commission's ongoing effort to update all specifications at least every five years. This classification was last reviewed in January of 1989. There are currently no incumbents serving in this classification.

The proposed retitlement was recommended by the City Attorney's Office and is consistent with titles used by other law firms for similar positions. The proposed revisions to the examples of work are to more accurately reflect the level and type of work that would be assigned to Law Clerks working in the City Attorney's office. Language was added to the guidelines for class use section that is consistent with other unclassified specifications and references the appropriate City Charter section pertaining to unclassified service.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to retitle the specification for the classification Trade and Development Program Coordinator to read Development Program Coordinator and amend Rule XI accordingly (Class Code 2015).*

Request of the Civil Service Commission staff to retitle the specification for the classification Trade and Development Administrative Coordinator to read Development Administrative Coordinator and amend Rule XI accordingly (Class Code 0328).

Request of the Civil Service Commission staff to retitle the specification for the classification Trade and Development Aide (Seasonal) to read Development Aide (Seasonal) and amend Rule XI accordingly (Class Code 1787).

Request of the Civil Service Commission staff to retitle the specification for the classification Trade and Development Planning Manager to read Development Planning Manager and amend Rule XI accordingly (Class Code 2012).

Request of the Civil Service Commission staff to retitle the specification for the classification Trade and Development Services Assistant to read Development Services Assistant and amend Rule XI accordingly (Class Code 2007).

Request of the Civil Service Commission staff to retitle the specification for the classification Trade and Development Program Manager to read Development Program Manager and amend Rule XI accordingly (Class Code 0350).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Department's name changing from Trade and Development to just Development. "Trade" is being deleted from the Department's name because it

has little relation to the mission of the department. As such, it was recommended that those classification titles that specifically reference the Department's name be changed in order to reflect the department's new name. There were no other changes proposed to these classifications.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to retitle the specification for the classification Building and Development Services Specialist to read Building Services Specialist and amend Rule XI accordingly (Class Code 2016).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Division's name changing from Building and Development services to simply Building Services. As such, it was recommended that those classification titles that specifically reference the Division's name be changed in order to reflect the Division's new name. There were no other changes proposed to this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Customer Services Assistant Coordinator (Class Code 0864).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Water Customer Services Assistant Coordinator pursuant to a request from the Department of Public Utilities. There is currently one (1) incumbent servicing in this classification, which was last reviewed in August of 2000.

The Department requested that the definition be expanded to allow more than one position to serve in this capacity. The Water Customer Services section includes eight sub-sections and more than one hundred and fifty employees. Given this recent reorganization and merging of operating units, it has become necessary for the Division to have at least two Water Service Assistant Coordinator positions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the classification Water Meter Route Planner (Class Code 3263) into Meter Reader (Class Code 3260), revise and retitle it to read Water Service Technician I, amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 3260)*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities as a result of a Strategic Organization and Restructuring Plan that was developed by Division of Water employees to increase internal efficiencies and enhance customer service to ratepayers.

Several of the recommendations provided in this plan addressed the need to broaden job duties and combine existing job classifications allowing for additional employee and management flexibility. Within the water-service field functions, the Department of Public Utilities requested that classifications responsible for reading water meters and preparing water meter reading routes be merged into one classification and retitled Water Service Technician I. This proposed classification would serve as an entry-level position within the proposed Water Service class series and would be modeled after the current Meter Reader classification with some additions from the current Water Meter Route Planner classification. There are currently twenty-one (21) incumbents in the Meter Reader classification, which was last reviewed in January of 1999, and two (2) incumbents in the Meter Reader Route Planner classification, which was last reviewed in January of 1998.

The definition was revised to indicate the Water Service Technician I would be responsible for reading water metering devices and/or planning meter routes. The examples of work section was revised

to accurately reflect the work typically performed by a Water Service Technician I. No revisions to the minimum qualifications were recommended. The knowledge, skills and abilities section was revised to reflect the knowledge, skills and abilities required for successful performance as a Water Service Technician I.

It was recommended that the examination type be designated competitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the classification Water Meter Reader Supervisor (Class Code 3266) into Water Consumer Service Supervisor (Class Code 3278), revise and retitle it to read Water Service Supervisor, amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities as a result of a Strategic Organization and Restructuring Plan that was developed by Division of Water employees to increase internal efficiencies and enhance customer service to ratepayers. Several of the recommendations provided in this plan addressed the need to broaden job duties and combine existing job classifications allowing for additional employee and management flexibility. Within the water-service field functions, the Department of Public Utilities requested that classifications responsible for supervising employees engaged in the water meter reading activities and engaged in the installation, inspection and replacement of water meters be merged into one classification and retitled Water Service Supervisor. In conjunction with this request, a hiring moratorium is also proposed for the Water Metering Supervisor class to ensure a single supervisory classification within this proposed class series and to eliminate duplication and redundancy in the class plan. The proposed classification would serve as the supervisory level within the proposed Water Service series and would be modeled after the current Water Consumer Service Supervisor with some additions from the current Water Meter Reader Supervisor and Water Metering Supervisor specifications. The current Water Consumer Service Supervisor classification has five (5) incumbents and was last revised in May of 2000. The Water Meter Reader Supervisor classification has three (3) incumbents and was last reviewed in December of 1994.

By definition, the Water Service Supervisor would be responsible for supervising others engaged in installing, maintaining, reading, testing, repairing and or replacing water metering systems, backflow devices and related items. The examples of work section was revised to accurately reflect the work typically performed by a Water Service Supervisor. Revisions to the minimum qualifications were recommended to reflect a broadening of the types of experience to qualify while the number of years to qualify remains consistent. The knowledge, skills and abilities section was revised to reflect the knowledge, skills and abilities required for successful performance as a Water Service Supervisor.

It was recommended that the examination type be designated as competitive and that the probationary period be assigned at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Water Metering Manager and amend Rule XI accordingly (Class Code 4074).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to abolish the specification for the classification Water Metering Manager. The Department of Public Utilities, Division of Water, is in the process of reorganizing their water service field functions. As part of this reorganization, a single Water Service Manager classification was proposed, which would encompass the responsibility previously assigned to the Water Metering Manager classification. This classification is currently vacant and was last revised in December of 1997.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to impose a hiring moratorium on the classification Water Metering Supervisor (Class Code 4072).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to place a hiring moratorium on the Water Metering Supervisor classification. There are currently two (2) positions serving in this classification, which was last reviewed in January of 1998. With the Department of Public Utilities' plan to reorganize the water service field functions and merge and retitle several class series to form a single class series, the duties and responsibilities performed by these incumbents would be best classified using the proposed Water Service Supervisor classification. The existence of both of these classes would represent a duplication and redundancy in the class plan. It was therefore recommended that a hiring moratorium be placed on the Water Metering Supervisor class to prevent further position allocations. The proposed moratorium would not negatively impact the current incumbents.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the classification Water Meter Repairer Tester I (Class Code 4069) and Water Meter Repairer Tester II (Class Code 4070) into Water Consumer Servicer (Class Code 3276), revise and retitle the classification to read Water Service Technician II, amend Rule XI accordingly and allow all affected position incumbents to retain their current appointment type and classification seniority (Class Code 3276).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities as a result of a Strategic Organization and Restructuring Plan that was developed by Division of Water employees to increase internal efficiencies and enhance customer service to ratepayers. Several of the recommendations provided in this plan addressed the need to broaden job duties and combine existing job classifications allowing for additional employee and management flexibility. Within the water-service field functions, the Department of Public Utilities requested that classifications responsible for installing, maintaining, testing, inspecting, repairing and replacing water meter systems be merged into one classification and retitled Water Service Technician II. This proposed classification would then serve as the second-level within the proposed Water Service series and would be modeled after the current Water Consumer Servicer with some additions from the current Water Meter Repairer Tester I and II specifications. The current Water Consumer Servicer classification has forty-three (43) incumbents and was last revised in April of 2000. The Water Meter Tester I and II classifications have five (5) and six (6) incumbents and were last revised in December of 1993 and September of 1999, respectively.

By definition the Water Service Technician II would be responsible for installing, maintaining, testing, inspecting, repairing and replacing water meter systems, backflow devices and related items. The examples of work section was revised to accurately reflect the work typically performed by a Water Service Technician II. The proposed revisions to the minimum qualifications reflected a broadening of the types of qualifying experience, while the number of years to qualify remains consistent. The knowledge, skills and abilities section was revised to reflect the knowledge, skills and abilities required for successful performance as a Water Service Technician II. It was recommended that the probationary period remain at 365 days and that the examination continued to be designated as competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the classification Water Meter Reading Manager (3269) into Water Consumer Service Manager (3280), revise and retitle it to read Water Service Manager and amend Rule XI accordingly (Class code 3280).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from the Department of Public Utilities as a result of a Strategic Organization and Restructuring Plan that was developed by Division of Water employees to increase internal efficiencies and enhance customer service to ratepayers. Several of the recommendations provided in this plan addressed the need to broaden job duties and combine existing job classifications allowing for additional employee and management flexibility. Within the water-service field

functions, the Department of Public Utilities requested that this classification be broadened to include those managerial responsibilities relating to water metering, repair, service and/or backflow activities. In conjunction with this request, one abolishment is also being proposed for the Water Metering Manager since this classification is currently vacant and no eligible list currently exists. The proposed classification would serve as the managerial level within the proposed Water Service series and would be modeled after the current Water Consumer Service Manager with some additions from the current Water Meter Reading Manager and Water Metering Manager classifications. The current Water Consumer Service Manager classification has one (1) incumbent and was last reviewed in December of 1994.

By definition, the Water Service Manager would be responsible for managing water metering, repair, service and/or backflow activities. The examples of work section was revised to accurately reflect the work typically performed by a Water Service Supervisor. The proposed revisions to the minimum qualifications section reflects an increase in the years of supervisory experience. The knowledge, skills and abilities section was revised to reflect the knowledge, skills and abilities required for successful performance as a Water Service Manager. It was recommended that the examination type remain designated as competitive and that the probationary period remain assigned at 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commissions staff to revise the specification for the classification Radio Dispatcher, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 0813).*

This item was deferred to another meeting.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Supervisor II (Class Code 3876).*

PRESENT: William Terry, Personnel Analyst II

William Terry, presented the Commission's request to revise the specification for the classification Wastewater Plant Supervisor II as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in November of 1993.

There were no recommended revisions to the definition or knowledge, skills and abilities sections of the specification. It was recommended that the probationary period remain at 365 days and that the examination type remain designated as noncompetitive. Revisions to the examples of work section of the specification were recommended to more accurately reflect the duties performed by a Wastewater Plant Supervisor II. It was recommended that the minimum qualifications include one year of supervisory experience over wastewater plan operations.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Inventory Control and Property Manager (Class Code 1335).*

PRESENT: William Terry, Personnel Analyst II

William Terry presented the Commission's request to revise the specification for the classification Inventory Control and Property Manager, which was last reviewed in June of 1998.

The specification for Inventory Control and Property manager is intended to be used by a department or in a large division that, because of the size and diversity of the property and inventory, requires a centralized control point with satellite storerooms and/or warehouses. The Division of Water currently has two sections with a diversity of property, which requires a centralized control point. It was the recommendation of the Commission staff that this specification be revised to delete language in the definition and guidelines for class use that referenced "city department or large division". No revisions were recommended to the examples of work, minimum qualifications, knowledge, skills and abilities, probationary period or examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker I (Class Code 3555).*

PRESENT: William Terry, Personnel Analyst II

William Terry presented the Commission's request to revise the specification for the classification Cable Worker I in accordance with the Commission's policy to review and revise, if necessary, all classifications that were last reviewed five years ago or longer. Cable Worker I was last reviewed in December of 1993.

No revisions were recommended to the definition, examples of work, probationary period or examination type. Toxic materials, once used in electric transformers and other electrical devices, are no longer used per order of the Environmental Protection Agency. Therefore, positions classified as Cable Worker I will no longer need a Commercial Motor Vehicle Operator's license with the Hazardous Materials endorsement. It was therefore recommended that the language referring to hazardous materials be deleted from the minimum qualifications section of the specification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Cable Worker II (Class Code 3556).*

PRESENT: William Terry, Personnel Analyst II

William Terry presented the Commission's request to revise the specification for the classification Cable Worker II, which was last revised in September of 1999.

No revisions were recommended to the definition, examples of work, probationary period or examination type. Toxic materials, once used in electric transformers and other electrical devices, are no longer used per order of the environmental Protection Agency. Therefore, positions classified as Cable Worker II will no longer need a Commercial Motor Vehicle Operator's license with the Hazardous Materials endorsement. It was therefore recommended that the language referring to hazardous materials be deleted from the minimum qualifications section of the specification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Equipment Operator II (Class Code 3421).*

PRESENT: William Terry, Personnel Analyst II

William Terry presented the Commission's request to revise the specification for the classification Equipment Operator II as part of the Commission's policy to review and revise if necessary all classifications that have not been reviewed in the last five years. Equipment Operator II was last reviewed in July of 1995.

No revisions were recommended to the definition, minimum qualifications or knowledge, skills, and abilities. The probationary period and examination type will remain the same. The only revisions were to the examples of work section to more accurately reflect the duties performed by an incumbent in this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Clerk II (Class Code 0431).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Clerk II as part of the Commission's effort to update all classifications every five years. This classification was created in 1963 and was last reviewed in May of 1996. Currently, there are sixty-eight incumbents assigned to various departments.

No revisions were recommended to the definition. Revisions to the examples of work were requested to clarify the duties performed by incumbents. No revisions to the minimum qualifications were recommended at this time. The ability to operate a computer using basic software applications was added to the knowledge, skills and abilities. It was recommended that the probationary period remain at 270 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Manager (Class Code 0785)*

This item was deferred to another meeting.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Contract Compliance Investigator (Class Code 0771).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Contract Compliance Investigator as part of the Commission's effort to update all classifications every five years. This classification was created in 1968 and was last reviewed in May of 1996. Currently, there are three incumbents assigned to the Office of the Mayor.

No revisions were recommended to the definition. Revisions to the examples of work were requested to more accurately reflect the scope and level of work performed by incumbents. No revisions were recommended to the minimum qualifications, knowledge, skills and abilities, probationary period or the examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Business Manager (Class Code 1252).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission's request to revise the specification for the classification Business Manager as part of the Commission's effort to update all classifications every five years. This classification was created in 1963 and was last reviewed in April of 1996. There are two incumbents assigned to the Department of Health and the Development Department.

No revisions were recommended to the definition. Revisions to the examples of work were requested to better clarify the duties performed by incumbents and to eliminate redundancies and references to supervisory duties. One revision to the guidelines for class use was recommended to eliminate unnecessary verbiage. No revisions were recommended to the minimum qualifications, knowledge, skills and abilities, probationary period or the examination type.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Research Analyst Specialist (Class Code 2083).*

PRESENT: Jeanne Landoll, Personnel Analyst I

Jeanne Landoll presented the Commission’s request to revise the specification for the classification Research Analyst Specialist as part of the Commission’s effort to update all classifications every five years. This classification was created in 1971 and was last reviewed in June of 1996. Currently there are eight incumbents assigned to this classification in various City Departments.

No revisions were recommended to the definition. Revisions to the examples of work were requested to better clarify the duties performed by incumbents. No revisions to the minimum qualifications were recommended. Additions to the knowledge, skills and abilities section of the specification were recommended to further define the attributes necessary for performance in this position. No revisions were recommended to the probationary period (365 days) or the examination type (competitive).

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews:*
 Stacey O. Stewart, Sewer Service Worker (Emergency).

This item was deferred to later in today’s meeting.

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RE: *Administrative/Jurisdictional Reviews.*

This item was deferred to later in today’s meeting.

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RE: *Personnel Actions.*

No Personnel Actions were submitted this month.

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The Commission recessed its meeting at 9:20 a.m. to consider the deferred items.

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The Commission reconvened its meeting at 9:35 a.m.

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RE: *Residency Hearing Reviews:*
 Stacey O. Stewart, Sewer Service Worker (Emergency).

Brenda Sobieck, Personnel Administrative Officer, appeared before the Commissioners and recommended that unless Mr. Stewart submits additional information, we cannot verify that he is in compliance with the City’s residency requirement. Doug Moore, President of AFSCME Local 1632, appeared on Mr. Stewart’s behalf and asked that Mr. Stewart be given additional time to provide the required documentation. The Commissioners agreed to defer this item until its upcoming Special Meeting scheduled for August 9, 2001.

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RE: ***BACKGROUND ADMINISTRATION REVIEWS***

Background Administrative Reviews		
July 19, 2001		
Marsha D. Tucker*	Police Officer	01-BR-054
George E. Coleman	Firefighter	01-BR-059
Jason M. Moore	Police Officer	01-BR-060
Mickey C. Casper	Police Officer	01-BR-061
Kevin D. Slinker	Police Officer	01-BR-062

(*) – Denotes *background administrative review from May 21, 2001 Commission Meeting resubmitted for further consideration.*

The Commissioners reviewed the files of Marsha D. Tucker, Jason M. Moore and Kevin D. Slinker and decided their names would not be reinstated to the police officer’s eligible list. After reviewing Mickey C. Casper’s file, the Commissioners decided his name would be reinstated to the police officer’s eligible list.

The Commissioners reviewed George E. Coleman’s file and decided his name would be reinstated the firefighter’s eligible list.

Background Administrative Reviews For Reinstatements As A Result Of A Revision To The Employment Background Standard (C-1)		
April M. Treece	Police Officer	01-BR-012
Michael W. Morgan	Police Officer	01-BR-028
Thomas E. Chamness	Police Officer	01-BR-031
Stephen S. Esswein	Police Officer	00-BR-010
Robert G. Edwards	Police Officer	00-BR-045
Lance W. Leeper Sr.	Police Officer	00-BR-062
Victor F. Rocha	Police Officer	00-BR-145

The Commissioners reviewed the files of April M. Treece, Michael W. Morgan, Thomas E. Chamness, Stephen S. Esswein, Robert G. Edwards, Lance W. Leeper Sr. and Victor F. Rocha and decided their names would be reinstated to the police officer’s eligible list.

Police Communication Technician Applicants Removed During the Prescreening Process	
<u>Name of Applicant</u>	<u>Removal Standard(s)</u>
Sandra Costar	Honesty/Falsification (A.4)
Yolanda Hardrick	Substance Abuse (H.2)

The Commissioners review ed the files of two Police Communication Technician applicants for an administrative review of the decision of the Executive Director to reject their applications due to violations of the background standards for Police Communication Technicians during the pre-screening process.

The Commissioners decided that the applications of Sandra Costar and Yolanda Hardrick would not be accepted and they would not be permitted to take the police communication technician test.

Police Officer Applicants Removed During The Prescreening Process	
<u>Name of Applicant</u>	<u>Removal standard(s)</u>
Mitchell Holmes	Traffic (E.5)
Clayton Robinson	Traffic (E.5)
Cardell Stewart, Sr.	Employment (C.3)
Tamika Williams	Substance Abuse (H.2)

The Commissioners reviewed the files of five Police Officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to violations of the background standards for Police Officers during the pre-screening process.

The Commissioners decided that the applications of Mitchell Holmes, Clayton Robinson and Cardell Stewart, Sr. would not be accepted and they would not be permitted to take the police officer test.

The Commissioners decided that Tamika Williams’ application would be accepted and she would be permitted to take the police officer test.

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RE: *ADMINISTRATIVE/JURISDICTIONAL REVIEWS*

Review of the appeal of Karen M. Crum regarding her termination from the position of Secretary I with the Columbus Public Schools, Appeal Number 01-BA-0016.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Ms. Crum's appeal be dismissed without a hearing because the appeal was filed too late.

Review of the appeal of Shaun D. Lathem regarding the rejection of his applications for the Automotive Mechanic (Heavy) and the Automotive Mechanic (Light) examinations, Appeal Number 01-CA-0012.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Mr. Lathem's applications for the Automotive Mechanic (Heavy) and Automotive Mechanic (Light) be accepted. Although these exams have already been administered, the Commission plans to administer them again later this year and Mr. Lathem will be notified at that time.

Review of the appeal of Belinda J. Spinosi regarding her score on the Office Manager examination and the testing process, Appeal Number 01-CA-0015.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that Ms. Spinosi's appeal be dismissed without a hearing.

Review of the appeal of Sherry M. Boyd Houpe regarding the rejection of her applications for the Refuse Collection Vehicle Operator (Automatic) and the Refuse Collector and Vehicle Operator (Manual) examinations, Appeals Number 01-CA-0016 and 01-CA-0017.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that because of insufficient qualifying experience as a truck driver, Ms. Boyd Houpe

Review of the appeal of Julie Rowell regarding the rejection of her application for the Engineering Associate III vacancy, Appeal Number 01-CA-0018.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that the rejection of her application for Engineering Associate III be upheld because of insufficient experience as required and they dismissed her appeal without a hearing.

Review of the appeal of Tameka Phillips regarding the rejection of her application for the Nutrition Assistant examination, Appeal Number 01-CA-0019.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff that the rejection of her application for Nutrition Assistant be upheld because of insufficient experience as required and they dismissed her appeal without a hearing.

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RE: *Review of the findings and recommendations of the Trial Board for the hearing held on June 14, 2001: Deborah S. Curtis – Appeal Number 01-BA-0004.*

The Commissioners approved the Trial Board's recommendation that it was within the discretion of the appointing authority to terminate Ms. Curtis' employment because of malfeasance. Accordingly, the Commissioners affirmed the action of the appointing authority in discharging Deborah Curtis from the position of Secretary II.

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RE: *Review and approval of the June 25, 2001, regular meeting minutes.*

The minutes were approved as written.

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The meeting was adjourned at 9:50 a.m.

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Priscilla R. Tyson, Commission President

August 27, 2001
Date